

# **Redevelopment Agency Reorganization Alternatives Work plan**

Actions	Activities	Responsible Parties	Est Completion Date
<b>A. Budget</b>  1. Isolate expenditures and revenues associated with the Agency	1(a). Establish a Special Fund for all Agency revenues and expenditures and revenue beginning Fiscal Year 2006.  1(b). Transfer 22.70 positions to the Special Fund.  1(c). Transfer @ \$386,916 in Tax Increment to the Special Fund.	Auditor/Agency/Financial Management/Treasurer staff.  Same as above.  Same as above.	By 9/30/05.  Same as above.  Same as above.
<b>B. Assessment</b>  1. Obtain Mayor and Council feedback regarding the Agency and proposed reorganization alternatives.  2. Obtain input from the recognized Agency Project Area Advisory Groups regarding the Agency and draft work plan and keep them involved.  3. Obtain input from the San Diego Chamber of Commerce, League of Women Voter, BID Council, Small Business Advisory Board, and the Center for Policy Initiatives,s regarding the Agency and draft work plan.  4. Review existing structure, advantages and disadvantages of Centre City Development Corporation (CCDC) and Southeastern Economic Development	1(a). Set up meetings and conduct interviews.  2(a). Set up meeting and gather input.  3(a). Set up public meetings and gather input  1, 2, 3 (b). Prepare summary of input.  4(a). Schedule meetings and survey Corporations.	Agency staff.  Same as above.  Same as above.  Same as above  Agency staff.	8/12/05  Monthly  10/27/05 & 11/17/05  11/22/05  10/19/05

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<p><b>B. Assessment (Cont'd)</b></p> <p>Corporation (SEDC); evaluate how PACs in CCDC's and SEDC's project areas function: the same as or differently than Redevelopment Division's.</p> <p>5. Analyze Housing Commission Structure</p> <p>6. Obtain input from City Departments regarding the Agency and potential options.</p> <p>7. Establish benchmarks to assist with identifying alternative models.</p>	<p>4(b). Prepare a summary of results of meetings.</p> <p>5(a). Schedule meetings and survey HC staff</p> <p>5(b). Prepare summary of results of meetings.</p> <p>6(a). Survey City Department heads and summarize results.</p> <p>7(a). Review existing surveys and/or analysis of Redevelopment structures in California cities and determine if additional information is required.</p> <p>7(b). Conduct a survey and analyze results of other California cities, especially cities with strong mayors, and the California Redevelopment Association (CRA) regarding existing Redevelopment Agency structures, the function/use of PACs and advisory boards. Describe the relationship of the Redevelopment Agency to the City Redevelopment Division, CCDC, SEDC and Housing Commission.</p> <p>7(c). Complete survey and prepare a summary report.</p>	<p>Agency staff.</p> <p>Agency staff.</p> <p>Agency staff.</p> <p>Agency staff.</p> <p>Agency staff.</p> <p>Agency staff.</p>	<p>10/31/05</p> <p>10/19/05</p> <p>10/31/05</p> <p>10/28/05</p> <p>7/30/05</p> <p>9/30/05</p> <p>10/31/05</p>
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<p><b>C. Alternative Models</b></p> <p>1. Identify preliminary categories of alternative models.</p>	<p>1(a). Review and analyze input received during assessment.</p> <p>1(b). Summarize preliminary categories of alternative models.</p>	<p>Agency staff.</p> <p>Agency staff</p>	<p>9/16/05</p> <p>9/16/05</p>
<p><b>D. Management Considerations</b></p> <p>1. Relationship with other Departments</p> <p>2. Other Divisions/Programs in Department.</p> <p>3. Other City Services provided.</p> <p>4. Process for hiring Executive Director.</p>	<p>1(a). Examine services needed, including those provided by other Departments.</p> <p>1(b). Meet with appropriate City Department heads (i.e. Park &amp; Recreation, Development Services, Financial Management, Planning, Public Safety) to determine impacts of alternatives.</p> <p>1(c). Prepare summary of results of above.</p> <p>2(a). Review, analyze and recommend outcomes for remaining Divisions/Programs of existing Community &amp; Economic Development Department (i.e. CDBG, Community Services, Community Service Centers, Disability Services, Economic Development, Seniors Advisory Board, etc.) as it relates to each alternative.</p> <p>3(a). Assess space (lease options), equipment impacts, IT and other services and equipment needs for Agency spin-off option.</p> <p>4(a). Receive direction from Council Mayor Transition Committee</p> <p>4(b). Review process followed by other strong mayor cities.</p>	<p>Agency staff.</p> <p>Agency/City staff.</p> <p>Agency staff.</p> <p>Administrative, Community Services and Economic Development staff.</p> <p>Information Technology/Real Estate Assets staff.</p> <p>City Attorney, Agency staff.</p> <p>Agency staff.</p>	<p>10/28/05</p> <p>10/28/05</p> <p>10/31/05</p> <p>10/31/05</p> <p>10/31/05</p> <p>9/28/05</p> <p>9/28/05</p>

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<b>E. Personnel Considerations</b>			
1. Employee Impact(s)	1(a). Meet with Human Resources, Risk Management, Retirement, Personnel and City Attorney to identify potential meet & confer issues, pay, and benefits including health, leave, retirement and employee assistance program impacts.	Agency, Human Resources, Risk Management, Retirement and City Attorney staff.	11/18/05
	1(b). Assess and evaluate proactive collaborative with Housing Commission and/or others regarding service assistance, including affordable housing project management.	Agency, Housing Commission staff.	11/18/05
	1(c). Prepare options with costs associated, to address issues identified above.	Agency staff.	11/18/05
	1(d). Assess and summarize Agency personnel needs.	Same as above.	Same as above
2. Payroll	2(a). Analyze payroll, wage, personnel and record retention issues associated with all options submitted for consideration, including costs.	Agency, City, Housing Commission staff.	11/18/05
<b>F. Legal Considerations</b>			
1. Review and consider advantages and disadvantages of how other redevelopment agencies obtain and use outside legal counsel.	1(a). Conduct a survey and analyze results of other California cities and the CRA.	Agency/ City Attorney staff.	9/30/05
2. Conduct legal assessment of proposed alternatives.	2(a). Review existing contracts and MOUs between the City and Redevelopment Agency.	City Attorney/Agency staff.	All items complete by 11/10/05
	2(b). Review existing ordinances and resolutions related to Agency restructure.	Same as above.	Same as above.
	2(c). Identify procurement, personnel, conflict of interest and other	Same as above.	Same as above.

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<b>F. Legal Considerations (Cont'd)</b>	pertinent policies necessary for alternatives.		
	2(d). Prepare memo(s) regarding timeline for adoption of necessary resolutions, ordinances (if any) and actions required to adopt alternative structures.	Same as above.	Same as above.
	2(e). Prepare a report detailing the results of the above analysis.	Same as above.	Same as above.
	2(f). Prepare a legal analysis of the impacts of Proposition F.	Same as above.	8/04/05
<b>G. Public Input</b>	1. Obtain public input on alternatives		
	1(a). Schedule two public meetings (include Chamber of Commerce, League of Women Voters, BID Council, CPI, SBAB) to gather input on alternatives.	Agency staff.	10/27/05 & 11/17/05
	1(b). Summarize input and include in reports.	Agency staff.	11/22/05
<b>G. Reports</b>	1. Advise Mayor and Council of Progress.		
	1(a). Prepare and submit information only progress reports to PS&NS Committee.	Agency staff.	09/21/05 and as directed by the Committee
	1(b). Coordinate work plan with Mayor-Council Transition Committee.	Agency staff/City Attorney.	08/04/05; 9/28/05 and as directed by the Committee
	2. Prepare Manager's Report for Committee Action.		
	2(a). Review work plan outcomes and formulate options.	Agency/Department staff	Ongoing, beginning 8/05
	2(b) Identify advantages and disadvantages of each option.	Same as above.	Same as above.
	2(c). Identify additional actions required for each option.	Same as above.	Same as above.
	2(d). Prepare comprehensive Manager's Report with alternatives, advantages/disadvantages, next steps and budget for each.	Same as above.	12/02/05

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<b>G. Reports (Cont'd)</b>			
	2(e). Docket item to PS&NS Committee.	Same as above.	01/06
3. Final Report to City Council.	3(a). Docket item to City Council – include any additional direction provided by PS&NS.	Agency staff.	2/06
4. Implement changes.	4(a). Prepare a budget and implementation plan as approved by City Council to be included in Mayor's proposed FY07 budget.	Same as above.	2/06
	4(b). Submit final decision, if there is a reorganization change, for inclusion in the Mayor's proposed budget, which includes the approved structure when requested.	Same as above.	4/06
	4(c). Develop an implementation plan that aligns changeover to start with the new fiscal year.	Same as above.	7/06